



**KING SOLOMON HIGH SCHOOL**

**CANDIDATE'S GUIDE  
TO EXAMS  
2022/23**

Exams team:

Mrs Grant-Bampton  
Exams Officer  
020 8498 1303

Exams office  
6<sup>th</sup> form block

### **THINGS YOU NEED TO KNOW**

Exam times are very important times in your life at King Solomon High School. The exams that you will be taking this year will influence what you do in the future, so it is very important that they run as smoothly as possible. There are a number of rules and regulations for exams that you must be aware of (most of these rules are set by the exam boards, not by the school!).

If you do not stick to these rules then it is possible that you could be disqualified from your exams so please make sure that you read the following information carefully. If there is anything you don't understand then ask a teacher for help or speak to Mrs Grant-Bampton, the Exam Officer.

### **Exam Noticeboard:**

Exam notices including latest news and timetables will be displayed on the exam noticeboard in the common room in the 6<sup>th</sup> form block. Keep an eye out for the latest updates. We also rely heavily on email to keep candidates informed of updates and changes. Be sure to check your emails regularly.

### **Exam Regulations:**

It is your responsibility to read and understand the exam boards' '**Warning to Candidates**' and '**Information for Candidates**', copies appear at the back of this booklet. A larger copy of the Warning to Candidates notice will be displayed outside every exam room. Ignorance is no excuse. If you break the rules you are likely to be disqualified. If there is anything you don't understand, ask Mrs Grant-Bampton, the Exams Officer for advice.

### **Absence from Examinations:**

If you are absent from an exam (including due to illness) you will **NOT** be able to sit it at another time. You must attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You will receive a bill if you fail to attend an exam that has been paid for by the school. If you miss an exam due to illness, special consideration may be given but it is to the discretion of the examining board and only if you have a doctor's note. If you are ill, you **must** telephone the school on 020 8498 1303 as soon as possible on the morning of the exam, **and** a medical certificate/letter **MUST** be given/sent to Mrs Grant-Bampton within **three days** of the exam you missed.

***If you don't provide a medical certificate, you will be billed for the cost of the missed exam.  
Holidays are no excuse of absence from an exam and will also be billed for.***

### **Late for an exam:**

If you are late for an exam and manage to arrive within 1 hour of the published start time you will be allowed to take your exam and receive the full time. You may not be permitted to sit an exam if you arrive after an hour. It is to our discretion whether we allow you to sit it (depending on staff and room availability). However we will need to inform the exam board(s) and regardless of whether you sat the exam, they are likely to disqualify your paper due to the time that has elapsed.

### **Bags, Books, Notes and Valuables:**

You are not allowed to keep any bags, books, notes or calculator lids with you in the exam room and these must be left in the common area in the 6<sup>th</sup> form block, or preferably at home. Please do not bring valuables with you when you come into school for an exam. Under no circumstances should you leave any money or valuables (including keys) unattended in any bag. If you do so, it is at your own risk. King Solomon High School will accept no responsibility for valuable items that are left in bags.

### **Mobile Phones, Pagers, Electronic Devices, Music Players:**

Mobile phones, Smart watches (including ALL watches), pagers, organisers, music players, headphones (including air pods) and any type of electronic communication or storage device **are not allowed in the exam room**. The exam boards and King Solomon High School **do not allow** you to bring any these items into any exam room or into any room being used for 'quarantine', either before or after an exam. You are **strongly advised** not to bring any such devices with you to school when you have an exam, as the school cannot take any responsibility if they are lost or damaged. If your parents wish you to have your mobile phone with you, then you should switch it off before entering the exam room and leave it in your bag. **Invigilation staff will not be responsible for any phones handed in to them. Watches must be taken off and left in your school bag outside the exam room.**

### ***Use of metal detecting wands:***

King Solomon High School is committed to ensuring that examinations are carried out within the JCQ regulations and to ensure all students are aware of the regulations and to try and safeguard potential infringement. In an attempt to avoid students being penalised from exams due to carrying mobile phones, King Solomon School will make highly visible spot checks on students using hand held metal detecting wands. Invigilators will make spot checks on students as they enter the exam rooms and will be required to make spot checks random (every 5th or 10th student depending on the number of students in the room) unless there is reasonable suspicion. Students will not be targeted without suspicion. Any student who activates the alarm and refuses to empty their pockets will not be allowed to sit their exam, Full details of the '*Use of mobile phone scanners in exams*' policy is available on the school website.

**IF A MOBILE PHONE, MP3 PLAYER OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM OR DURING QUARANTINE, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE RELEVANT EXAM BOARD. NO EXCEPTIONS WILL BE MADE.**

**YOU ARE LIKELY TO BE DISQUALIFIED FOR THE EXAM BY THE EXAMINING BOARD IF YOU ARE FOUND TO BE IN POSSESSION OF A BANNED ELECTRONIC DEVICE OR A WATCH OF ANY KIND.**

### ***Cheating and malpractice:***

If you are caught cheating or guilty of malpractice in any way in an exam, you will be reported to the exam boards. 'Malpractice' means doing anything that is against the rules stated on the *Notice to Candidates* (see school website for notice) and includes:

- Failing to abide by the regulations.
- Failing to follow the instructions of invigilators and school staff
- Disruptive behaviour in the exam room.
- Being in possession of a mobile phone or any other electronic device (e.g., a watch).
- Bringing into the exam room unauthorised material including your own blank paper.
- Communicating with other candidates (verbal or nonverbal communication)
- Copying from other candidates or allowing your work to be copied
- Being in possession of confidential material in advance of the exam

**PENALTIES FOR MALPRACTICE CAN INCLUDE BEING BARRED FROM TAKING ANY EXAMS IN THE UK FOR A NUMBER OF YEARS. THIS HAS HAPPENED TO STUDENTS AT KING SOLOMON HIGH SCHOOL**

### ***Equipment:***

**It is your responsibility to provide all your own equipment and any resources required for the examination.** Borrowing from other candidates is **NOT** allowed under any circumstances and constitutes malpractice. Please do not rely on invigilators loaning you an item. Opaque pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case.

The following equipment should be brought to EVERY exam:

- 2 pens – **black ink or biro only, not gel pens**
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Eraser

For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator
- Coloured pencil crayons
- Set texts (e.g. in English Literature)

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens, erasable or gel pens must not be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to with your black pen. You are not allowed to use correcting fluid, pens or tape, reader pens or blotting paper in any answer booklets. This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be unknown who changed your answers.

**WRITING IN BLACK INK:  
REGULATIONS ARE NOT CREATED FOR NO REASON. ALL RETURNED EXAM  
PAPERS ARE FED INTO MACHINES THAT AUTOMATICALLY SCAN THEM.  
USING NON-BLACK INK OR REFLECTIVE GEL INK MAY RESULT IN YOUR PAPER  
NOT BEING SCANNED/READ PROPERLY AND LOST. USE A BLACK PEN!**

#### **Calculators:**

Calculators may be used in most exams: your subject teachers will tell you if they are not allowed for a particular paper. **You must bring your own calculator if you need one. You are not allowed to use a mobile phone as a calculator and you cannot borrow anyone else's.** Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. The exam boards do not make any allowances for calculator failure or operational mistakes – **you are responsible for making sure your calculator works properly and that it meets exam board regulations.** If you are going to buy a new calculator please check with your Maths teacher to see what they recommend. You are not permitted to borrow a calculator from another candidate during the exam for any reason. The School **does not** have a supply of spare calculators, so please do not ask the invigilation team for one.

Calculators must not:

- be designed or adapted to offer any of the following:
  - language translators
  - symbolic algebra manipulation
  - symbolic differentiation or integration
  - communication with other machines or the internet
  - have a permanent memory
- have retrievable information stored in them, this includes
  - databanks
  - dictionaries
  - mathematical formulas
  - text

#### **Dictionaries:**

Dictionaries may not be used in exams unless they are specifically permitted by the subject specification (your teacher will tell you if they are allowed). Electronic translators are not allowed. If English is not your first language, then you may be allowed to use a bilingual translation dictionary in certain exams. However, this must be arranged before the exams begin.

#### **Candidate Number:**

You will be given a 4-figure reference number that refers only to you. You are not allowed to write it on your hand, or have it written on a piece of paper on your desk. It must be written on all answer papers (including any additional sheets) along with your name. Your paper can not be marked if we don't know whose it is. Before leaving the room make sure your details are on your answer papers. **Please speak to Mrs Grant-Bampton, the Exams Officer in advance if you are unsure of your candidate number.**

#### **Timetables:**

Please check your individual candidate timetable carefully. If there are **ANY** mistakes (e.g. name, date of birth, exam entry etc.) you **MUST** tell Mrs Grant-Bampton immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later. Check each exam date carefully, and check to see if the exam is in the morning or the afternoon. If there is an exam on the list that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) you must tell Mrs Grant-Bampton immediately. Make sure you know which **room** you need to go to for each exam. On the day of your exam, your room and seat number will be displayed on the seating plan which can be found displayed outside the exam hall/room. Take special note of any re-arrangements due to a timetable clashes. The invigilators do not have time at the start of the exam to look up your seat number for you.

### ***Clashes and Quarantine:***

If you notice a clash of exams, arrangements will be made for you to take these subjects one after the other, as long as the total published exam time is not more than three hours. If the total time is more than three hours, the exams will be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you over lunchtime (in 'quarantine'). Any clashes SHOULD have been picked up and resolved before you are given your individual timetable. You will be informed in advance if you have any quarantine time. You will not be allowed to communicate with anyone else and will not be allowed to use your mobile phone (or any other electronic communication device) during quarantine time. Whilst in the quarantine room you will be able to revise for your next exam (using your notes and books) or talk quietly. You will be informed of any special arrangements involving clashes before your exams. If you notice a clash on your final timetable that has not been resolved, you must tell Mrs Grant-Bampton immediately.

### ***Exam Times:***

**Unless otherwise stated on your timetable, exams start at:**

**8:45am for morning papers and 1:30pm for afternoon papers.**

You should aim to be at school **no later than 15 minutes** before the start of an exam. If for any reason you are going to be late and will miss the start of the exam, you **MUST** telephone school **on 020 8498 1303**. The Exam Boards will be notified.

**SOME EXAMINATIONS WILL FINISH AFTER NORMAL SCHOOL HOURS.  
PLEASE ENSURE THAT YOU TELL YOUR PARENTS/CARERS WHEN THEY CAN EXPECT YOU  
HOME LATER THAN USUAL.  
UNDER EXCEPTIONAL CIRCUMSTANCES EXAMS MAY BE DELAYED OR DISRUPTED WHICH  
MAY RESULT IN EXAMS OVERRUNNING. THE SCHOOL WILL ENDEAVOUR TO ATTEMPT TO  
CONTACT PARENTS/CARERS IF THE EXAMS WILL OVERRUN BY MORE THAN 30 MINUTES.**

### ***Dress Code:***

**Year 7 to 11** students are reminded that they must wear full school uniform to all examinations, including shoes (not trainers) and lanyards.

**Year 12 and 13** students must be dressed appropriately as per school regulations.

You **must** be wearing your student ID and lanyard and place it on the desk at the start of the exam.

**IF YOU DO NOT COMPLY WITH THIS THEN YOU WILL BE REFUSED ENTRY TO THE  
EXAMINATION. IF WE CANNOT PROVE YOUR IDENTITY, THEN YOU CAN NOT SIT THE EXAM**

### ***Conduct in the Exam Room:***

You must be silent at all times when you are in the exam room. This includes when you **enter** and **leave**. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, **you have to be escorted at all times if you need to leave** (e.g. if you need to go to the toilet). Do not write on exam desks, this is vandalism and you will have to pay for any damage. **You will not be allowed to leave an exam early if you have finished your work** as this disturbs other candidates in the room. The school has the right to expel you from an exam if your actions are causing a disruption to other candidates. Your actions may be reported to the Exam Board and could lead to you being disqualified from the exam. You must follow all instructions of the invigilators and refusal to do so and any abuse towards invigilators can lead to you being ejected from the room.

### ***Drinks and Snacks:***

You are **only** allowed to take into the exam room **water in a clear plastic bottle with the label removed**. Chewing gum and any other food or drink is not allowed. You will not be able to leave the exam room to refill a bottle of water, and invigilators cannot leave to do this for you, so please make sure you have enough for the whole exam time. At times of extreme hot weather we strongly advise you bring in water. Advice: have something to eat and drink before the exam especially on hot days. You could become dehydrated and become ill.

### **Prohibited Material:**

The following items must not be brought into any exam room:

- Mobile phones, any watches, pagers, organisers, any type of electronic communication or any other data storage device
- Non-transparent pencil cases/boxes
- Calculator cases and instruction books
- Headphones including air pods, personal stereos, MP3/4 players, iPods, or any other kind of music storage/playing device
- Books (except for authorised texts), notes, letters, diaries or other printed material

If you need tissues in the exam room, you must remove them from packets and place them on the desk at the start of the exam. There will usually be a supply of tissues in the exam room, however do not rely on this. If you know you will need them, bring your own.

### **Toilet breaks:**

It is to the discretion of schools whether they allow toilet breaks during exams (many don't). King Solomon High School does not allow toilet breaks within the first 30 minutes of the exam unless the candidate has a school toilet card. Students are advised to visit the toilet before entering the exam room.

### **Location of Exams:**

Most exams will take place in either the Main Hall or Old Gym. Your individual timetable will state where your exams will take place. Please arrive at school **at least 15 minutes** before the start time shown on your timetable so that you are not in a rush before your exam. You will be told when you are allowed to enter the exam room and you **must** sit at the desk that has been allocated to you as indicated on the seating plan, unless the invigilator instructs otherwise. If you do not sit in the correct seat the invigilators could mark you as absent or you could sit the wrong paper. You are **NOT** allowed to enter the exam room before the exam time.

### **End of the Exam:**

The invigilators will collect your exam papers before you leave the exam room. **Absolute silence MUST be maintained during this time.** If there is any communication between any students it will be assumed you are cheating and will be treated accordingly. Question papers, answer booklets and additional paper must NOT be taken from the exam room. You will be dismissed from the exam row by row, and may be told which door to use. **You must remain silent until you are right outside the building.**

### **Special Consideration:**

Special consideration can only be applied for if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavement (if a close relative or friend has passed away close to the exam) or experience some other kind of trauma, injury or illness (you will need a doctor's note) or there has been disruption with the exam (noise, delays etc.). If after an exam you think you have a good reason for applying for Special Consideration you need to see or telephone Mrs Grant-Bampton as soon as possible **within four days** of the exam. **No late applications will be accepted by the examining boards.**

### **Instructions for a Fire Drill during the Exams:**

We do hope that no fire alarms go off during the exam period, however if one does go off these instructions must be followed in **COMPLETE SILENCE.**

- Should the fire alarm go off, firstly do not panic – it is likely to be a false alarm.
- Stop writing, stay seated and await instructions.
- As it may be a false alarm the invigilators will await a senior member of staff to confirm whether evacuation is necessary.
- If evacuation is necessary, you will be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room and your exam papers.
- When you leave the room you **MUST** be at least one metre away from the students in front and behind you.
- You will have to be kept separate from the rest of the school.

- When you return to your exam room, do not start writing until the invigilator tells you to do so.
- You will be allowed the full time to complete the exam.
- If you talk to other students during the evacuation, you will be reported to the examining board and likely to have your paper disqualified.

### **Results day:**

TBC

### **Access to scripts/Review of marks:**

Following the release of results, there is a period of time when students can request a review of marks and a copy of their exam paper(s)/Scripts. Both typically incur additional fees and students must sign forms giving their consent. The papers are their property and they must accept liability when requesting a review of marks, acknowledging that their grade could go down as well as up. Students should also be aware that a review of marks should not be used as an opportunity to get a 2<sup>nd</sup> chance of marking. The papers **are not remarked** but instead a senior examiner reviews them to see if they strongly disagree with the marks awarded. The majority of outcomes of a review of marks is no change in a student's grade. Prior to submitting a review of marks it is advised to find out how close to a grade boundary the student got and only submit a review of marks if a few marks short of the next grade.

### **Certificates:**

Certificates are issued if you achieve grade 9 to 1 at GCSE, Pass, Merit or Distinction for BTEC or A/A\* to E at AS/A2 level. No certificates are printed if your only grades are U. These arrive in school about three months after you have received your results. If you have left school after your examinations are finished then information about the collection of certificates will be emailed to your parent/carer. If you do not collect your certificates within 12 months of notification then the School will dispose of them by shredding them. You will then have to pay each examining board for a certifying Statement of Result for every certificate that you need to replace.

Check lists are distributed to students prior to the exam entries, checking the spelling of student's names and what name students want on their exam certificates (this is normally their legal name as universities or future employers may not acknowledge qualifications in a different name). If your child has not completed the check list or questions the name that may appear on the certificate, they should contact the exams office as soon as possible.

Names changed on certificates already printed incur additional fees.

### **Coursework and Controlled Tasks:**

Your teachers will ensure that you understand the exam boards' regulations relating to coursework/controlled task submissions. The exam boards return coursework/controlled tasks after the results, however it has to remain locked up in school until all enquiries about results have been completed. You will be able to reclaim your coursework/controlled task approximately three months after you receive your results.

## **WARNING**

All the exam boards have very strict rules and regulations. They make it clear that:

- Their official exam sessions must be run under strictly fair conditions, with no form of deception. This rule severely excludes any form of communication between candidates during an exam, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion from GCSE/AS and A2 level exams for a period of up to 5 years.
- Your invigilators **HAVE** to stick to the rules; they **HAVE** to report to the Exams Officer ANYTHING that they feel could be suspicious.

**DON'T LET IT HAPPEN TO YOU. STICK TO ALL THE RULES. DON'T RISK YOUR FUTURE PROSPECTS.**



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

## NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in

# DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



A few Do's and Don'ts.  
This list is not exhaustive.

Water bottles must  
be clear and have  
labels removed



Pencil cases must  
be transparent



Write with a **BLACK** biro  
No gel pens



Do NOT use correction  
fluids and pens



Do NOT take any technology in  
the exams room



Do NOT take personal  
belongings into the exam room



